



KING COUNTY
CLASS/COMP ANALYST
(LABOR ANALYST)
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION
Annual Salary Range: \$67,945 - \$86,124
Job Announcement: #06BL6085
OPEN: 5/17/06 CLOSE: Open Until Filled

WHO MAY APPLY: This recruitment is open to King County career service employees and the general public. Consideration will be given to qualified applicants in that order. This recruitment will establish a pool of applicants from which both career service and temporary positions may be filled. Interested persons are encouraged to apply promptly in order to be considered in the initial round of reviews and screening.

WHERE TO APPLY: Required forms and materials must be sent to: King County Human Resources Division, 500- 4th Ave, Room 450, Seattle, WA 98104. Contact J. Wes Moore at (206) 296-5255 for further inquiries. PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: The following documents are required application materials:

1. Completed King County application form, available on the web at <http://www.metrokc.gov/jobs/>
2. Resume;
3. A letter of interest describing how you meet or exceed the qualifications listed below, and your ability to perform the duties listed in the Primary Job Functions section below.

WORK LOCATION: King County Administration Building, Room 450, 500 Fourth Avenue, Seattle.

WORK SCHEDULE: These positions are exempt from the provisions of the Fair Labor Standards Act, and are not overtime eligible. The positions are scheduled for a 40 hour workweek, Monday - through Friday, 8:00 AM to 5:00 PM.

POSITION SUMMARY: These positions perform a key role in the County's classification and compensation management system in a highly unionized and organizationally complex environment.

PRIMARY JOB FUNCTIONS INCLUDE:

- Designs and conducts classification and compensation studies including determining necessary research and analysis, cost/benefit analysis, and cost implementation analysis. Studies may be of significant magnitude. Presents and defends recommendations based on those studies, both orally and in writing.
- Conducts classification reviews for individual positions; develops classification descriptions; determines when whole job series need revision; determines when classification changes for a body of work raises bargaining unit clarification issues; conducts market analysis and internal equity analysis to set pay rates.
- Conducts training and education sessions for managers, supervisors and employees on the classification and compensation systems.

- Responds to technical queries for classification and compensation data and other economic information from various internal and external audiences, including King County Council staff, Executive Office staff, managers, labor union representatives, and the general public.
- Prepares statistical reports, graphs, charts and other analytical reports from queries of multiple databases for compensation data, builds complex spreadsheets of current, future and historical information. Develops detailed spreadsheets and analyses to determine, on a person by person basis, the effect of a proposed labor agreement or other compensation ordinance.
- Interprets bargaining unit contract language relating to compensation for implementation purposes. Prepares proposed economic or compensation related contract language and ordinances. Monitors pay practices for adherence to contract language. Advises, consults with and trains public officials, managers, and analysts on intent, interpretation and monitoring of contract language.
- Interprets, researches and resolves complex compensation issues.
- Participates in the development, implementation and operation of routine and special system audits of actual pay practices in two payroll systems to ensure consistent application of classification and pay decisions; works with HR Service Delivery Managers and other key staff in departments to address problems and educate staff on correct procedures.
- Leads special projects as assigned including process development and documentation, process improvement, and labor negotiation support.
- Works in partnership with Labor Relations section staff to support labor or negotiations and to ensure sound compensation practices are implemented in union contracts.

QUALIFICATIONS:

- A minimum of three (3) years of classification and compensation analytical experience including classification and compensation system design, preferably in a strong labor union environment; and a Bachelor's degree in business, human resources, statistical analysis or related field; **or** an equivalent combination of education, experience and training that provides the knowledge, skills, and abilities necessary to perform the job.
- Proven history of accomplishment in complex compensation analysis and system design, classification system development and administration, and payroll system implementation and audit.
- Demonstrated knowledge and experience in interpretation and application of the Fair Labor Standards Act (FLSA) as applied to classification and compensation work.
- Demonstrated excellent analytical, organizational and project management skills.
- Proven ability to synthesize information, worksheets, spreadsheets and databases necessary to conduct analyses, studies and administration of compensation issues.
- Proficiency in Microsoft Office software (Excel, Access, Word, Outlook) is required.
- Demonstrated excellent communication and presentation skills. Ability to communicate effectively verbally and in writing; skills and experience communicating clearly with various levels of staff and management.
- Proven track record of multitasking and being able to appropriately prioritize and respond to multiple customer demands.

DESIRABLE QUALIFICATIONS:

- Certified Compensation Professional (CCP) certification is desirable.
- Experience with PeopleSoft is highly desirable.
- Experience working in the public sector is desirable.

NECESSARY SPECIAL REQUIREMENTS:

Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

SELECTION PROCESS: The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. Application materials will be used to help assess written communication skills and language skills. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews by one or more panels. Reference contacts will be made with final candidates.

UNION MEMBERSHIP: This position is non-represented.

CLASS CODE: 230401